

## Job Description



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<b>Job Title:</b>	Graduate Coordinator
<b>Department:</b>	David R. Cheriton School of Computer Science
<b>Reports To:</b>	Graduate Studies Supervisor
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 5/6
<b>Effective Date:</b>	October 2019

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### **Primary Purpose**

The Graduate Coordinator provides administrative support to the School's PhD and Master's Thesis/Research graduate programs. They assist with recruiting of new graduate students in the Computer Science Department. Their work encompasses program inquiries from prospective students; administers admissions; advises students on academic matters and monitors progress to completion; provides assistance with recruitment events and student activities; and assists with website design and maintenance for these graduate study programs.

### **Key Accountabilities**

#### **Admissions**

- Process applications to the School's graduate programs while ensuring compliance with the admissions requirements and conditions of the School, the Faculty of Mathematics and the University.
- Pre-screen applications for the Admissions Committee and bring strong applications to their immediate attention.
- Maintain knowledge of current policies and procedures pertaining to graduate admissions.
- Provide administrative support to the Director, Graduate Studies regarding the admission processes and funding for applicants.
- Provide support to applicants regarding deadlines, procedures, admission requirements, funding support, and ESL language requirements.
- Record admission decisions and prepare offers of admission and funding support.

#### **Student Advising**

- Advises graduate students, including incoming students and prospective applicants, to guide them through program choices, as well as through personal issues which need to be skillfully interpreted and filtered through University resources as required.
- Interpret and provide an in-depth understanding of graduate policies and procedures as they relate to scholarship and University and School policies pertaining to graduate students.
- Advise students regarding program/course requirements, procedures for the PhD Comprehensive examinations, seminar and thesis presentations, thesis submission and defense, procedures and issues concerning term registration, financial assistance, course enrolment, program extensions, progress reports, co-op placements and degree completion.
- Ensures that graduate students adhere to deadlines, issues including, but not limited to requests for extensions, course changes, thesis submissions, calendar changes and convocation requirements.
- Monitor the academic progress of students and advise the Graduate Director of any concerns.
- Review and recommend for approval transcripts for degree completion.

#### **Payroll Administration**

## Job Description



- Manages all administrative aspects of the teaching assistant and instructional assistant assignments in the School.
- Monitors funds available for graduate student support and each term's assignments for consistency with School policies.
- Advise faculty supervisors about payroll procedures and deadlines.
- Determine term RA, TA and IA payments and confirm amount and type with faculty supervisors.
- Process payments, awards and honoraria.
- Prepare financial letters for promissory notes for each graduate student each term.
- Identify and follow up on late payments or problem accounts; resolve payroll issues for students.

### **Program Administration**

- Provide background information and statistics for various School reports, committees, accreditation reviews and government institutions; provide research and support to the Director, Graduate Studies.
- Maintain student files, and update student records on the database.
- Process paperwork for course drop/add requests, changes of enrolment/program, program extensions, program completion and intention to graduate, and other required graduate paperwork in accordance with University policies and procedures.
- Publicizes pertinent information and deadlines for external scholarship competitions, such as NSERC and OGS, etc.; collects official documents from on- and off-campus; organizes submitted applications; ensures that all deadlines are met; prepares various summaries for the Ranking Committee.

### **Communication**

- Respond to email, phone and in-person inquiries from applicants and current students.
- Ensures graduate program information is up-to-date in the university calendar and on the School's website.
- Provide letters requested by students for various requirements.
- Plan and organize grad orientation, convocation and other events.
- Supports graduate students in acclimatizing to the School and UW environment.

### **Graduate Course Scheduling**

- Assist the Director, Graduate Studies in the development of graduate course offerings each term; maintain the course offerings web page.
- Liaise with graduate course instructors to create a term course schedule and minimize course conflicts.
- Compile and submit scheduling data to Scheduling Office and liaise with Scheduling and the Graduate Studies Office to arrange reserves, course permissions, and scheduling changes.
- Liaise with timetabling representative in CS Undergraduate office to report and resolve issues concerning graduate courses held with undergraduate courses.
- Liaise with timetabling representative in other departments/faculties to report and resolve issues concerning graduate courses held with their courses.
- Work with instructors to assign course permissions where required.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Bachelor's degree or equivalent education and experience.

### **Experience**

- Experience working with or knowledge of Waterloo's graduate policies procedures an asset.

### **Knowledge/Skills/Abilities**

## Job Description



- Excellent interpersonal and communication skills (oral and written).
- Demonstrated problem solving and analytical skills; attention to detail and accuracy.
- Ability to work independently or participate effectively as a team member in a complex, dynamic office environment, which has multiple deadlines and priorities.
- Intermediate level MS Word, Excel, PowerPoint
- Intermediate knowledge of database application and content Editor for web content management system

### **Nature and Scope**

- **Contacts:**  
Internally, communicates or consults with faculty, students and staff to clarify and discuss information, and resolve problems: Externally, makes contacts with partner or potential partner organizations to obtain, clarify and discuss information. No significant external contacts
- **Level of Responsibility:** The job has defined specialized or routine tasks and receives specific guidance.
- **Decision-Making Authority:**  
Makes decisions about advice given to students; refers students to the Graduate Director or Graduate Supervisor when appropriate.  
Makes decisions about graduate payroll and resolves payroll issues.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Regular working hours, occasional evening/weekend work required.  
Minimal demands typical of an administrative position within an office environment